



The Department of Personnel Services, Employment Services Division announces the exam for:

Senior Account Clerk

Exam # 27541-B

Approximate Monthly Salary: \$3,775.80 - \$4,590.12

DESCRIPTION

Under general supervision, Senior Account Clerks are responsible for advanced clerical accounting duties involving the preparation, maintenance, review, auditing, and processing of financial and statistical records, reports, and claims; and may serve as lead workers and/or perform the more complex tasks in the work unit where significant independent judgment and decision-making is required.

MINIMUM QUALIFICATIONS

Either: Two years of paid, full-time experience employed by Sacramento County in the class of Account Clerk.

Or: Three years of paid, full-time experience preparing or reconciling financial or statistical records.

Note: Completion of 30 semester units (45 quarter units) including two mathematics, bookkeeping, or accounting courses, from an accredited college or business school may be substituted for one year of the required experience. Part-time experience is converted to full-time on the basis of 173.6 hours = 21.7 days = 1 work month.

Please refer to job announcement for cut-off dates.

(Final cut-off is at 5:00 PM on December 10, 2021)

Please see job announcement for important testing information. This communication is a courtesy announcement only and is not meant to replace the full job announcement. Please view the official job announcement for all requirements and testing information. The full job announcement and online application is available for viewing on our website at www.saccountyjobs.net.

IMPORTANT REMINDER REGARDING PROVISIONAL APPOINTMENTS

- Provisional employees in this class should file for this examination.
- Individuals in provisional positions must be reachable on the eligible list to be considered for permanent appointment.
- If a provisional is not reachable, it is the appointing authority's responsibility to take the appropriate action to terminate the appointment. Civil Service Rule 7.5 states, "Provisional appointments shall terminate within twenty (20) calendar days after the date on which the eligible list is established."